

Date: [Insert Date]

To: [Tenant Name(s)]

Address: [Unit Number/Full Address]

RE: SECOND WARNING - NOTICE OF NOISE POLICY VIOLATION

Dear [Tenant Name],

We are writing to formally notify you that we have received additional complaints regarding excessive noise coming from your unit on [Date of Incident] at approximately [Time].

This is your **second official warning**. A previous warning was issued to you on [Date of First Warning] regarding a similar violation of the Noise Policy as outlined in your Lease Agreement.

Specifically, the reported disturbance involved: [Brief description of noise, e.g., loud music, shouting, heavy footsteps].

As a reminder, our community policies require all residents to maintain a reasonable volume at all times and strictly observe "Quiet Hours" between [Start Time] and [End Time]. Your actions are interfering with the comfort and quiet enjoyment of your neighbors.

Please consider this a final opportunity to correct this behavior. Further violations may result in additional actions, including but not limited to:

- Fines as permitted by your lease.
- Legal action.
- Termination of your tenancy/eviction proceedings.

We value you as a resident and hope to resolve this matter without further escalation. Please contact the management office at [Phone Number] if you have any questions.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Landlord Name]